

## CATALOGER (HEAD OF TECHNICAL SERVICES)

### DEFINITION

The Cataloger performs administrative and technical work cataloging and preparing library materials for circulation; other related work, as required.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Responsible for cataloging, classifying and preparing library materials for circulation, including books, periodicals, and non-print materials; mark, cover and add security measures to library materials; process, catalog and mark donated materials.

Order materials from vendors and verify orders; assist with collection development.

Perform various administrative functions; monitor inventory of supplies.

Perform additional functions, including circulation duties, providing reference services, and processing ILL materials.

Periodically responsible for opening and closing the building and ensuring security of the building and equipment.

Oversee the work of volunteers.

Assume additional responsibilities in the absence of other staff.

Perform other similar or related duties, as required or as situation dictates.

### SUPERVISION

Works under the general supervision of the Library Director, according to established procedures and department policies and standards; duties require independent judgment and initiative; policy decisions are referred to the Library Director.

### WORK ENVIRONMENT

Work is performed in library and office conditions; work load is affected by delivery schedules; regular schedule includes evening hours.

The employee operates standard office and library equipment.

The employee has regular contact with vendors, library network personnel, and library patrons.

The employee has access to patron records.

Errors could result in delay of service to patrons, monetary loss, or damage to library equipment.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree; Master's Degree in library science preferred; two years of professional library experience, including cataloging; or an equivalent combination of education and experience.

### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of the principles and practices of professional library work, including cataloging, automated systems and information technology, and administrative functions; working knowledge of computer systems.

Ability to work accurately with detailed information; ability to work independently; ability to interact with and provide assistance to patrons with a wide variety of needs and abilities.

Computer skills; written and oral communication skills; interpersonal skills; planning and organization skills.

### **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform most duties; some duties require moderate effort. The employee is frequently required to stand, walk, sit, speak, hear, use hands to operate equipment, climb, stoop, reach with hands and arms and lift and move library equipment. Vision requirements include the ability to read and analyze documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*